

2016 SystemLEAD Participant Application

Application Instructions and description - PLEASE READ CAREFULLY

****You will not be able to save this form and return to it. Be sure you have at allotted at least 30-40 minutes to complete it at one time.****

IN ADDITION TO COMPLETING THIS APPLICATION, YOU WILL NEED TO EMAIL AN UPDATED RESUME AND MOST RECENT (SIGNED) PERFORMANCE EVALUATION TO SYSTEMLEAD@DBHDS.VIRGINIA.GOV

APPLICATIONS WILL BE ACCEPTED FROM NOVEMBER 16, 2015 TO DECEMBER 28, 2015 @ CLOSE OF BUSINESS

Feel free to email systemlead@dbhds.virginia.gov if you have any questions.

Before you begin, you will find it helpful to become familiar with the goals, expectations, selection criteria for the SystemLEAD program.

SystemLEAD is designed to give early and mid-career (this does not refer to age, rather it refers to where an employee is in thier career ladder) professionals broad exposure to the competencies necessary to be successful leaders in the BHDS system. A university-based leadership training certificate program will teach core leadership concepts and frameworks. Recognized leaders from across the Commonwealth will present on the nature of management and leadership in policy formulation, development, and implementation and subject matter experts will provide an opportunity to take a deep dive into the key issues and priority areas currently facing the DBHDS system.

The goals of SystemLEAD are outlined below.

- One or more well-qualified internal candidates are prepared and ready to assume each key leadership position.
- Few or no superior performers leave the organization because of lack of opportunity or lack of development.
- Low or no turnover rates for high performing functional areas and high performing employees.

Eligibility Requirements

- Full-time classified DBHDS employee
- Pay band 4 or above
- No active violations of state's standards of conduct
- Completed probationary period by the program start of March 2016
- Recent evaluation that meets or exceeds expectations
- Aspire to a leadership role

Applicants must demonstrate through their resume and narrative the following knowledge, skills, and abilities:

- Introductory knowledge of management practices/principles
- Analytical and problem solving skills
- Communication skills (oral & written)
- Computer skills

This application process consists of three parts.

The first part asks for contact information and basic information regarding your position in the Department.

The second part asks that you write a narrative regarding the following topics:

- Please describe your motivation for applying to the SystemLEAD program (max 300 words)
- Provide a brief description of your role at your agency, including the day to day activities for which you are responsible. This should add to, and not repeat, the information provided in your resume (max 300 words)
- What does leadership mean to you? (max 200 words)
- What experiences have informed these understandings? (max 300 words)
- In addition to this program, what other things are you doing to advance your professional development? (max 200 words)
- Ultimately, what do you hope to gain or learn through the SystemLEAD Program? (200 words max)

Be prepared to answer these questions in full before you begin the application. TIP: You may want to write your responses in Word and cut and paste them into the application.

The third part of the application is a description of the additional material that is required for consideration. This includes instructions on how to submit recommendations and where to send resumes. Please make note of these links before you submit your application.

You can always email systemlead@dbhds.virginia.gov with questions.



2016 SystemLEAD Participant Application

Personal Information

* 1. What is your title?

☐ Mr.

☐ Mrs.

☐ Ms.

☐ Dr.

Other (please specify)

* 2. What is your first name?

* 3. What is your last name?

* 4. What is your preferred name?

* 5. What is the name of your organization?

- ☐ Catawba Hospital
- ☐ Central Office
- ☐ Central State Hospital
- ☐ Central Virginia Training Center
- ☐ Commonwealth Center for Children & Adolescents
- ☐ Eastern State Hospital
- ☐ Hiram W. Davis Medical Center
- ☐ Northern Virginia Mental Health Institute
- ☐ Piedmont Geriatric Hospital
- ☐ Southern Virginia Mental Health Institute
- ☐ Southeastern Virginia Training Center
- ☐ Southside Virginia Training Center
- ☐ Southwestern Virginia Mental Health Institute
- ☐ Southwestern Virginia Training Center
- ☐ Virginia Center for Behavioral Rehabilitation
- ☐ Western State Hospital

* 6. In which division/office/functional area do you work?

* 7. What is your job title?

8. What is your street address?

* 9. City

* 10. What is your zip code?

* 11. What is your work phone number?

* 12. What is an alternate phone number?

* 13. What is your email address?

* 14. Name of Supervisor

* 15. Title of Supervisor

* 16. Email of Supervisor

17. Phone of Supervisor

2016 SystemLEAD Participant Application

Personal Narrative

Please answer the following questions related to your experience, strengths, areas of growth, and leadership goals.

* 18. Please describe your motivation for applying to the SystemLEAD program (max 300 words).

* 19. Provide a brief description of your role at your agency, including the day to day activities for which you are responsible. This should add to, and not repeat, the information provided in your resume (max 300 words).

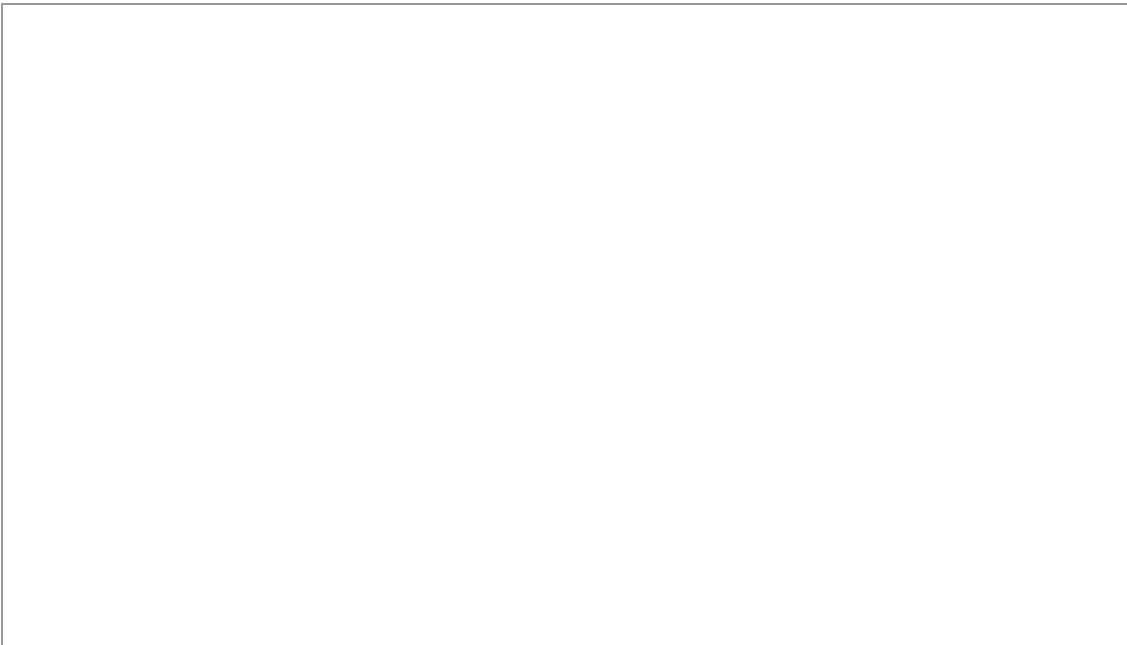
* 20. What does leadership mean to you? (max 200 words)

* 21. What experiences have informed these understandings? (max 300 words)

* 22. In addition to this program, what other things are you doing to advance your professional development?



* 23. Ultimately, what do you hope to gain or learn through the SystemLEAD Program? (200 words max.)



2016 SystemLEAD Participant Application

Support and Commitment

- * 24. How do you plan to balance your current work responsibilities and the expectations of the online learning community, monthly workshops, personal portfolios, online trainings, and group projects required by SystemLEAD? (300 words max)

2016 SystemLEAD Participant Application

Additional Items for Submission

Please submit the following items to be considered along with your application.



- * 25. You will need recommendation surveys from two individuals.

One must be from your immediate supervisor. This can be found at <https://www.surveymonkey.com/r/SystemLEADSup2016>

One can be from someone who is familiar with your work, your leadership skills, and/or your management/supervision style. This can be found <https://www.surveymonkey.com/r/SystemLEADadd2016>

Please mark yes or no to reflect that you understand that your application will NOT be considered without these recommendations.

☐ Yes

☐ No

- * 26. You will need to forward a copy of your current resume AND your most recent SIGNED performance evaluation to systemlead@dbhds.virginia.gov.

Please ensure that your resume is current and has a complete work and educational history. It may include additional professional training and certifications that you have obtained in the course of your professional development.

The performance evaluation must have the appropriate signatures or it will not be considered complete.

Please mark yes or no to reflect that you understand that your application will not be considered without these two documents.

☐ Yes

☐ No

- * 27. APPLICATIONS WILL BE ACCEPTED FROM NOVEMBER 16, 2014 TO DECEMBER 28, 2014 @ CLOSE OF BUSINESS

I understand what is expected in the application process and I understand the deadline date.

☐ Yes

☐ No

* 28. I understand that I am applying for a rigorous nine month program that is designed to prepare DBHDS staff for a broad range of leadership roles in the state system. Key competencies for leadership will be used to increase the knowledge, skills, abilities, and behaviors for participants aspiring to a leadership role.

If I am accepted, I will be expected to:

- attend one full week long session
- monthly (several bi-monthly) day and one half long workshops
- complete pre-workshop readings and outside classwork
- actively participate in online learning communities
- complete the managing Virginia on-line training program
- complete an electronic portfolio of my competencies related to leadership
- contribute to team projects
- actively participate in workshop activities
- be prepared to speak in front of peers and system leaders
- be an active member of my cohort; not a passive one.

Please mark yes or no to acknowledge that without fulfillment of the items above, successful completion of the SystemLEAD program cannot be obtained.

☐ Yes

☐ No